

## **Overview**

The Contractor's Guide provides assistance to Owners (Developer/Borrower) and Contractors in understanding the Contractor's role in the Minnesota Housing Finance Agency (Minnesota Housing) development process. The Minnesota Housing development process consists of the following phases: Formal Application, Intake Meeting, Determining Feasibility, Loan Commitment, Loan Closing, Construction Phase, End of Construction, and Warranty Period.

Factors that may have an impact on the development process include:

- Minnesota Housing Construction Loan vs. End Loan.
- Minnesota Housing acting as non-Lead Lender vs. Lead Lender.

In addition, this guide contains information regarding reasonable compensation for construction related services and describes requirements associated with construction related insurance, Contractor surety, contract compliance, and Owner-Contractor agreement.

The Contractor may be selected via negotiated bid or competitive bid process. The Contractor, if selected via negotiated bid, is more likely to play a more active role in the earlier stages of the development process.

Regardless of what stage in the development process the Contractor is selected, the Owner and successful Contractor shall become familiar with all of the information contained and/or referenced in this guide prior to executing the Owner-Contractor agreement.

Any submittals sent or delivered to Minnesota Housing shall be accompanied with a transmittal-letter indicating name of development, date, enclosed materials, and action requested. All submittals shall be sent to the attention of the Minnesota Housing, Housing Development Officer assigned to the development.